From

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To

The Treasury Officer/Assistant Treasury Officer

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No. Dated:

Subject: Request regarding online registration of e-Token in OTIS (Online Treasury Information System)

On the subject cited above, it is submitted that this office is working under your Treasury/Sub Treasury office Jurisdiction and Sh./Smt. ....., designation ..... Who is duly authorized for making transaction with the Treasury (messenger) is authorized for registration of this office dongle. The details of this office and property of the dongle are as under:

Sr. No.	Particulars	
1	Office Name	
2	Office DDO Code	
3	Name and Designation of DDO	
4	Name and Designation of Dongle Holder	
5	Mobile Number of DDO	

Signature of authorized messenger

1.....

2.....

3.....

Stamp & Sign of DDO

Attested by DDO(Stamp & Seal)